



CEMP Part III Extended Response Operations

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A. CONCEPT OF OPERATIONS

During a disaster/emergency, the Emergency Operations Center (EOC) will support field response operations in mitigating incidents within the Consolidated City of Indianapolis. The primary emphasis will be placed on saving lives, protecting property and preserving the environment. The EOC will operate using Incident Command System functions, principles, and components. It will implement the action planning process to develop an EOC Action Plan, identifying and implementing specific objectives for each operational period.

The EOC will serve as the coordination and communications between the Consolidated City of Indianapolis, the Indiana Department of Homeland Security, and the Federal Emergency Management Agency. The EOC will be activated whenever an emergency or disaster impacts the Consolidated City of Indianapolis, or excluded cities, towns or special district(s). The EOC also may be activated at the request of an excluded city, town or special district to coordinate information and resources. The EOC will utilize the discipline-specific Emergency Support Function Lead Agency coordinators to coordinate fire, law enforcement, public works, medical specific resources, and other resource requests.

Refer to Appendix C: ESF Descriptions

B. EMERGENCY OPERATIONS CENTER

1. Introduction

Within the Consolidated City of Indianapolis, various departments and agencies that are widely dispersed throughout the jurisdiction conduct normal daily operations. The EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. The EOC facilitates a coordinated response by all the departments and agencies that are assigned emergency support functions. The level of EOC staffing will vary with the specific emergency situation.

2. Activation Policy

The EOC is activated when conditions exist that require monitoring, when field response agencies need support, or at the direction of the Mayor, Director of Public Safety or the Chief of the Division of Homeland Security. Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the EOC must be activated:

- The Governor declares a state of disaster emergency due to a disaster or threat of a disaster within or affecting the Consolidated City of Indianapolis
- The Consolidated City of Indianapolis has declared a local disaster emergency
- A city or town within Marion County has declared a local emergency
- A local government within the Consolidated City of Indianapolis has activated its emergency plan and/or requested activation of the EOC to support its emergency operations
- The Consolidated City of Indianapolis has requested resources from outside its boundaries, *except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid*



- The Consolidated City of Indianapolis has received resource requests from outside its boundaries, *except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid*

3. EOC Activation Levels and Minimum Staffing Guide Per Level

The Consolidated City of Indianapolis has developed criteria identifying the circumstances that would require EOC activation. There are six levels of activation. The Mayor, through the Division of Homeland Security, may designate what level of activation is required in response to a given situation, and shall ensure all steps for notification and operation are completed for that level of activation.

- A. **Special Event:** Normal activation of the EOC for use as a command and control center for special events.
- B. **Level V (Emergency Standby):** Emergency Activation of EOC. Conditions have developed that heighten dangers or potential dangers to the Consolidated City of Indianapolis. The conditions have not yet caused, and may never cause, a disaster. Monitor Only.
- C. **Level IV:** Disaster emergency conditions have occurred and are having a serious but limited impact on portions of the Consolidated City of Indianapolis. On-site Incident Command in effect to stabilize the incident. Monitor and provide resources.
- D. **Level III:** Disaster emergency conditions are having a serious effect on most or all of the Consolidated City of Indianapolis; resources are heavily deployed. Multiple Incident Command sites.
- E. **Level II:** Emergency conditions are having a serious effect on most or all of the Consolidated City of Indianapolis; resources are fully committed and the incident(s) continue to expand. State and federal assistance is needed.
- F. **Level I:** National Command Authority declares National Security Emergency. Highest level of awareness response.

4. Coordination with State and Federal Field Response

There are some instances where a state or federal agency will have a field response. When a state agency or federal agency is involved in field operations, coordination will be established with the EOC.

5. Coordination With Excluded Cities and Towns

Direct communications and coordination will be established between the Consolidated City of Indianapolis and any excluded cities and towns that have been impacted by the emergency or disaster. Normal methods of communication during emergencies and disasters may be unreliable or even unavailable. Initially, communications will be established by the first available means and with the first person available representing the affected jurisdiction regardless of his functional position.

Whenever an excluded city or town may be affected by a situation requiring the activation of the EOC, an agency representative from such jurisdiction should be at the EOC. The city and town representatives will ensure that adequate coordination and information exchange arrangements are made with the affected jurisdiction.



6. Coordination With Special Districts and Townships

The emergency response role of special districts and townships generally is focused on the normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating and assisting local governments.

In the Consolidated City of Indianapolis, overlapping boundaries complicate relationships with special districts and the local governments. Ideally, the special district involved in the emergency response will have a representative at the EOC, serving as the focal point of coordination and work with other local government representatives in the EOC. If a special district is unable to send a representative, then the Emergency Support Function Lead Agency in the EOC will be responsible for establishing communications and coordination with the special district.

C. RAPID IMPACT ASSESSMENT TEAMS (DAMAGE ASSESSMENT)

When a disaster occurs, it is necessary to collect and analyze information concerning the nature, severity and extent of the situation, and to report the information through established channels. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the Consolidated City of Indianapolis.

Damage information will be consolidated and reported to the Indiana Department of Homeland Security (IDHS) Emergency Operations Center. Field responders, giving a quick picture of the incident, will conduct an initial assessment, sometimes called a “windshield survey” or ground survey, which will require the observation and reporting of damage, casualties, and status of affected areas. Field responders will report their observations to the Division of Homeland Security through the Communications Centers. It is imperative that ground surveys are collected and analyzed as quickly and as completely as possible so a determination can be made whether to activate the EOC.

The Public Works Emergency Support Function will coordinate debris removal for life and/or property-threatening situations. As significant damage becomes apparent, the ESF Lead Agency will coordinate with the appropriate support agencies, to include the Department of Code Enforcement (DCE), to prepare an Initial Damage Assessment. The Public Works Emergency Support Function will manage and/or coordinate Rapid Impact Assessment Teams (Damage Assessment) of qualified inspectors who are either local inspectors or inspectors obtained from other jurisdictions. These teams will include building inspectors, utility inspectors, health inspectors, and law enforcement who will inspect both public and private property.

The Initial Damage Assessment, when completed and approved by the Policy Group, should be forwarded to the IDHS EOC. The Initial Damage Assessment includes the location and description of the damage and provides a rough estimate of the associated dollar loss. The Initial Damage Assessment will be used to justify a gubernatorial declaration of a state of disaster emergency and to request a presidential declaration of emergency if necessary. The City of Indianapolis and Marion County Geographic Information Systems (GIS) Team can provide support for departments and agencies, such as mapping and geographic data. Information may also be gathered from American Red Cross Damage Assessment Teams. A detailed assessment of damage in public and private facilities, with more precise dollar loss estimates, will be formulated and forwarded to the IDHS at a later date, as recovery operations begin.

Information is critical to determine operational problems and immediate needs of the community. The specific costs of the damage and the economic consequences of the disaster also are important, but must not be collected until the operational problems and immediate needs are collected and analyzed. Detailed damage assessment information will be used to plan for both short and long range recovery, which will be given highest priority as the emergency organization transitions from response to recovery operations.

Situation Reports are completed and submitted to the IDHS on a regularly scheduled basis, every two, four, eight, or ten hours. Situation Reports define affected areas, identify the status of transportation routes, the number of casualties and fatalities, damage to both private and public facilities, and the type and relative priority of assistance needed.



D. EMERGENCY DECLARATIONS

1. A **Local Disaster Emergency** may be declared by proclamation of the Mayor if he finds that a disaster has occurred or that the occurrence or the threat thereof is imminent. The state of local disaster emergency shall continue until the Mayor finds that the threat or danger has been dealt with to the extent that the emergency conditions no longer exist and he terminates the state of disaster emergency by proclamation; however, no state of emergency may continue for longer than seven days unless renewed with the approval of the City-County Council.

The Mayor may exercise all powers and authority available under federal, state and local laws.

2. After the declaration of a Local Disaster Emergency for the Consolidated City of Indianapolis, the Mayor may request that the **Governor proclaims a State of Disaster Emergency** under Indiana Code 10-14-3-29 (Local disaster emergency) and IC 10-14-3-12 (Disaster emergency; emergency gubernatorial powers). The request will be forwarded to the IDHS EOC, with a copy of the local disaster declaration and the damage assessment summary.

E. MEDIA

The Joint Information Center (JIC) is comprised of staff from the Public Information Offices of the various agencies staffing the EOC and is responsible for ensuring that the media is informed of all pertinent public information statements originating from the EOC. The Joint Information Center acts as liaison between the media and EOC. The Joint Information Center shall coordinate the activities of other department Public Information Officers and all information released to the media.

1. Media access to the EOC

Due to the operational requirements and limited space within the EOC, media representatives will not be allowed beyond the first floor garage area of the current EOC located at 201 N. Shadeland Avenue, Indianapolis, IN 46219. At the discretion of the Mayor, media representatives may be permitted beyond the first floor on a very limited basis, during non-critical periods of the response operation.

2. Indianapolis-Marion County Media Plan

In the event that the EOC is activated, the Joint Information Center will be the sole source of information for dissemination to the media and the public. This is to ensure accuracy of reports from the EOC and other elements of the City's response. No information will be released without the authorization of the EOC and/or Policy Group. As required by the situation, news releases will be provided on a regular schedule, which will be available to media representatives. Press interviews will be conducted only in designated areas. Requests for interviews should be submitted to the Joint Information Center staff. Every effort will be made to accommodate the media, as the duties and responsibilities of officials interviewed permits.

Media representatives must display their press identification badges to obtain entry to the media briefing area and these badges must be worn at all times. As space in the media area is limited, a maximum of four persons per media entity will be allowed access at any one time.



F. TRANSITION INTO RECOVERY OPERATIONS

As the threat to life, property and the environment dissipates, the Policy Group will consider deactivating the EOC. The Policy Group will direct Emergency Support Function Lead Agencies to deactivate sections, ensuring that each unit/branch/section provides its logs and files to the Division of Homeland Security. The Division of Homeland Security will organize these materials to be archived and/or utilized for the financial recovery process.

The Division of Homeland Security will assist with the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the Emergency Support Function Lead Agencies, the Division of Homeland Security will prepare an after-action report. The AAR will be submitted to the Mayor within 60 days of the disaster/event even if the recovery actions take longer than 60 days.